FILLING OUT YOUR DD 1351-2

TRAVEL PAY

Highlights of Settlement Voucher Preparation

6 ***Key Items:***

1. Copy of Orders & Supporting Documents

2. Claim all Previous Payments, advances paid by finance office, or indicate "NONE". If

3. Complete itinerary, Reimbursable expenses, & POC Travel.

4. Claimant's Signature & Date

5. Approving Official

6. Reviewing Official & date

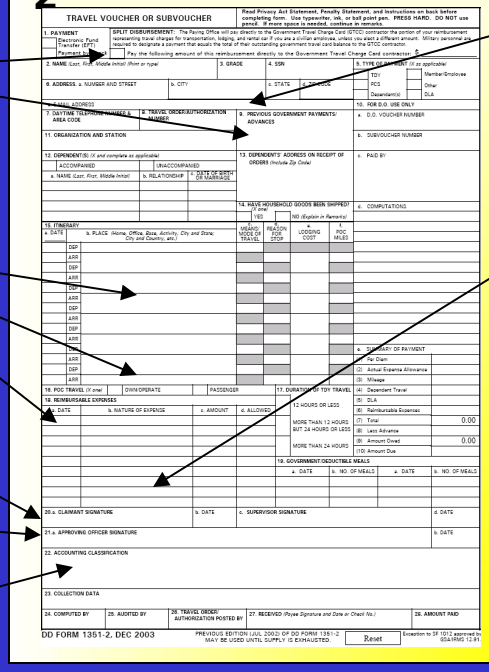
1 Copy of additional documents as required:

1 Copy of Advance (DD1351) (if any)

Original copy of receipts over $75.00 and all lodging receipts

1 Copy of orders (original & amendment)

Original DD 1351-2


TRAVEL VOUCHER OR SUBVOUCHER

DD FORM 1351-2, DEC 2003

* Receipt (Not the ticket) for unused portions of airline ticket.

* Leave Form

* E-Mail address

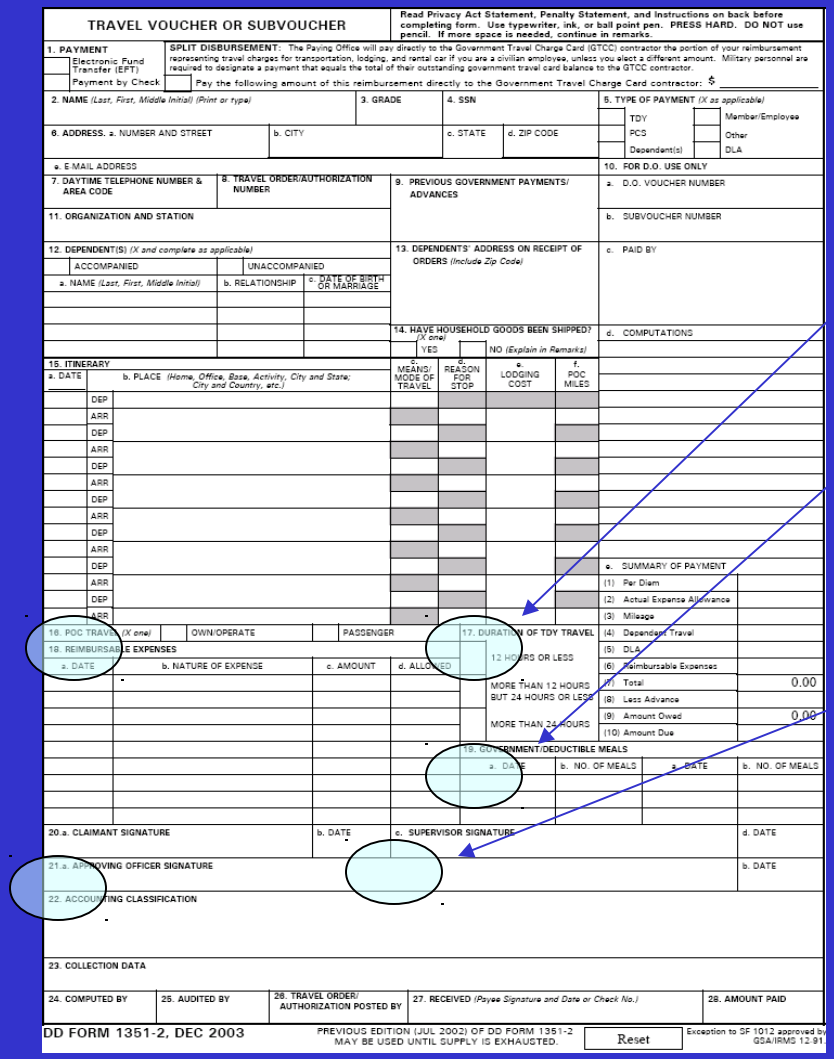
* Installation or LSP Non-availability Control Number must be annotated on DD1351-2

Don't forget to look at the Traveler's Checklist before submitting your voucher to insure that you haven't forgotten

Helpful Hints for Voucher Submission

Block 16 – POC Travel
This block indicates the type of POC travel used and allows for mileage reimbursement.

Block 21 – Approving Officers Signature.
This signature is required for all faxed travel claims and for reimbursement for items not included in the travel orders.



TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT — Electronic Fund Transfer (EFT); Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ _____

2. NAME (Last, First, Middle Initial) (Print or type) | 3. GRADE | 4. SSN | 5. TYPE OF PAYMENT (X as applicable): TDY, PCS, Dependent(s), Member/Employee, Other, DLA

6. ADDRESS. a. NUMBER AND STREET | b. CITY | c. STATE | d. ZIP CODE

e. E-MAIL ADDRESS | 10. FOR D.O. USE ONLY

7. DAYTIME TELEPHONE NUMBER & AREA CODE | 8. TRAVEL ORDER/AUTHORIZATION NUMBER | 9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES | a. D.O. VOUCHER NUMBER

11. ORGANIZATION AND STATION | b. SUBVOUCHER NUMBER

12. DEPENDENT(S) (X and complete as applicable): ACCOMPANIED, UNACCOMPANIED
a. NAME (Last, First, Middle Initial) | b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) | c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one): YES, NO (Explain in Remarks) | d. COMPUTATIONS

15. ITINERARY

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
		DEP				
		ARR				
		DEP				
		ARR				
		DEP				
		ARR				
		DEP				
		ARR				
		DEP				
		ARR				
		DEP				
		ARR				
		DEP				
		ARR				

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	
(5) DLA	
(6) Reimbursable Expenses	
(7) Total	0.00
(8) Less Advance	
(9) Amount Owed	0.00
(10) Amount Due	

16. POC TRAVEL (X one): OWN/OPERATE, PASSENGER

17. DURATION OF TDY TRAVEL: 12 HOURS OR LESS; MORE THAN 12 HOURS BUT 24 HOURS OR LESS; MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE | b. DATE | c. SUPERVISOR SIGNATURE | d. DATE

21.a. APPROVING OFFICER SIGNATURE | b. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

DD FORM 1351-2, DEC 2003 — PREVIOUS EDITION (JUL 2002) OF DD FORM 1351-2 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. — Reset — Exception to SF 1012 approved by GSA/IRMS 12.91

Block 17 – Duration of TDY. This block is especially important for 1 day TDY trips to indicate per diem eligibility.

Block 19 – Furnished Meals. Vouchers that claim registration fees, must include the number of meals provided.

Block 20 c. – Supervisor's Signature
This signature is required for all travel claims.

Did You Know??

- Requirement for all soldiers; sign-up at *http://www.Us.Army.Mil*
- Automatically Sends Email to:
  - Notify Traveler When Voucher is Received by Servicing DFAS
  - Notify Traveler When Payment is Disbursed and the Amount
  - Provide Contact Information to Traveler for Servicing DFAS

Did You Know??

myPay

- Allows customer electronic access to:
  - **LES View/Print**
  - **Travel Voucher View**
  - **DFAS Vouchers Paid Within Last 6 Months**

http://mypay.dfas.mil/

TRAVEL PAY SERVICES
IVRS

1-800-332-7366 or DSN: 699

- Allows traveler to check (for past 90 days):
  - **Receipt of voucher**
  - **Payment of voucher**

SPLIT DISBURSEMENT

Avoid Late Payments!

Fast and Reliable!

- ✓ **Department of Army has directed *mandatory split payments* for all military and Civilians**
- ✓ **(EFT) payments only--not check payments**
- ✓ **Any portion or all of the travel payment can be sent to Bank of America charge card account**
- ✓ **Reviewing Official and Traveler determine Amount to be sent to BOA**
- ✓ **Any Voucher not having a check in Block 1 will not be processed. DFAS will attempt to call and resolve within 48 hours.**

REIMBURSABLE EXPENSES

Must Be Authorized!

ATM Fees: Service members that
1) do not have a government charge card
and
2) use their personal card
can be reimbursed any fees for making a withdrawal for travel.

Room Taxes: If travel occurred CONUS, room taxes should be claimed in Block 18 (separately from lodging expense). If OCONUS, do not separate expense.

PA miles: The rate for POC mileage has been changed to $.375 cents per mile.

(effective 1 Jan 04)

Top 10 Reasons For Problem Vouchers

- ✓ Missing Traveler/Reviewer/Approving Official Signatures/Dates
- ✓ Missing Orders
- ✓ Missing Receipts/ Invalid Receipts
- ✓ Meals not Identified When Claiming Registration Fees
- ✓ Expenses Claimed but not Authorized in Orders
- ✓ Block for Mileage not checked/ Owner Operator not Claimed
- ✓ Incomplete Itinerary
- ✓ Traveler does not submit/Reviewer does not forward voucher within 5 business days of completion of travel
- ✓ ATM Expenses not Separated

HOW TO REACH US…

ADDRESS

TOLL FREE:
DSN:
COMMERCIAL:
INTERACTIVE VOICE RESPONSE SYSTEM (IVRS): 1-888-332-7366

COMMERCIAL:
DSN:

E-mail:

Hours of Operation: